**North Central Regional Transit District**
**Board Meeting**
**Friday, November 2, 2012**

**CALL TO ORDER:**

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Daniel Barrone, Chair, at 9:20 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

| **Members Present:** | **Elected Members** | **Alternate Designees** |
|---|---|---|
| Los Alamos County | | *Mr. Philo Shelton III* |
| Rio Arriba County | *Commissioner Barney Trujillo* | |
| Taos County | *Commissioner Daniel Barrone* | |
| Santa Fé County | *Commissioner Kathy Holian* | |
| Pojoaque Pueblo | | |
| Ohkay Owingeh | | |
| San Ildefonso Pueblo | | |
| Santa Clara Pueblo | | |
| Tesuque Pueblo | *Gov. Charles Dorame* | |
| City of Santa Fé | *Councilor Patti Bushee [T]* | *Mr. Jon Bulthuis* |

| | | |
|---|---|---|
| City of Española | *Mayor Pro Tem Dennis Tim Salazar* | |
| Town of Edgewood | *Councilor Chuck Ring* | |
| Rio Metro (ex officio) | | |

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Barbara Mascareñas, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Mr. Pat López, Financial Analyst
Mr. Jim Nagle, Public Information Officer

**Others Present**
Mr. Peter Dwyer, Legal Counsel
Mr. Tomás Campos, Rio Arriba County
Mr. Andrew Martínez, Rio Arriba County
Ms. Judith Amer, City of Santa Fé
Mr. Carl Boaz, Stenographer

## 4. INTRODUCTIONS

Those present introduced themselves to the body.

## 5. APPROVAL OF AGENDA

**Governor Dorame moved to approve the agenda as presented. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous voice vote.**

## 6. APPROVAL OF MINUTES

- **Minutes of Regular Meeting on September 7, 2012**

**Governor Dorame moved to approve the minutes of September 7, 2012 as presented. Commissioner Holian seconded the motion and it passed by unanimous voice vote.**

## 7. PUBLIC COMMENTS

There were no public comments.

**PRESENTATIONS - None.**

**ACTION ITEMS FOR APPROVAL/DISCUSSION**

**A. Review and Adoption of Resolution No. 2012-23 Adopting a Petty Cash Policy**

Mr. Mortillaro explained the procedure for the petty cash policy. He said this resolution was separated from the procurement policies. The policy was considered by the Finance Committee and recommended for adoption. The only correction was the date of approval at the end which should read "second day of November" instead of October.

**Commissioner Holian moved to adopt Resolution No. 2012-23 as corrected. Governor Dorame seconded the motion and it passed by unanimous roll call vote with Edgewood, Española, Los Alamos County, Rio Arriba County, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none against.**

**B. Review and Adoption of Resolution No. 2012 - 24 Approving a Budget Adjustment for Fiscal Year 2013 to account for additional JARC funding of $50,000 and its expenditure allocation**

Mr. López provided a handout on the budget adjustment. They requested a $50,000 increase of federal funds from a JARC grant and received the grant award thus increasing the budget by $50,000. If the resolution was adopted he could process it through the Local Government Division of DFA. It includes required match of $50,000 which the RTD has in the GRT revenues budget. This grant will provide for an increase of the Chama route to three days per week.

Mr. Mortillaro reminded the Board that the increase for Chama was approved by the Board on August 3, 2012.

**Commissioner Holian moved to adopt Resolution No. 2012-24 as presented. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous roll call vote with Edgewood, Española, Los Alamos County, Rio Arriba County, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none against.**

**C. Review and Adoption of Resolution No. 2012-25 Authorizing the Creation of the Property Disposal Committee**

Mr. Mortillaro explained the state requirement to designate a committee of at least three Board members for disposal of equipment as authorized by the Board. If adopted, the Chair would appoint three members to serve on the committee.

Mr. Shelton requested to add, "Whereas NCRTD follows the FTA guidelines for disposal..."

Mr. Dwyer agreed that was okay.

**Councilor Bushee moved to adopt Resolution No. 2012-25 as amended. Commissioner Holian seconded the motion.**

Councilor Bushee asked that Mr. Bulthuis be on the committee.

Chair Barrone agreed. He wanted people who were able to travel to serve on this committee.

Mr. Mortillaro clarified that it was at the Chair's discretion to appoint three members. They would develop a list to send to DFA so this could be on the December agenda.

**The motion passed by roll call vote with Edgewood, Española, Los Alamos County, Rio Arriba County, City of Santa Fé, Santa Fé County and Taos County voting in favor and none voting against and Tesuque Pueblo abstaining.**

**D. Discussion regarding Follow-up Information of Annual Route Assessment, Adjustments and Possible Action**

Mr. Mortillaro said this was a follow up from the discussion in August He explained the schedule involving Nambé Pueblo and Las Trampas. The expansion in Santa Fé County awaited the decision on the Las Trampas route.

Mr. Nagle reported holding a community meeting on October 17 at the Peñasco Community Center and six people were in attendance. Of the comments received they favored keeping the service intact and not eliminate it completely.

They talked about whether to eliminate it altogether or reduce service during the week to Tuesday and Thursday or one trip in and one out every day to Española. They also agreed to hold a meeting in Ojo Sarco which took place on October 30. There were four people attending including Carol Miller who was their leader. They supported public transportation. They said the need was critical but a 9 am inbound to Española was too late for those going to work or school. They proposed a new schedule for a six month test and pointed out that a schedule of 2-3 times in the week would not be helpful. They also didn't want to have to change buses in Chimayó.

Councilor Ring asked what the ridership numbers were.

Mr. Nagle said it was about 500 per quarter and the driver hours were approximately 70.

Commissioner Holian asked if there was any one trip more heavily used than the others.

Mr. Nagle said it was pretty equally spread out.

Commissioner Holian asked if staff knew why they used the bus.

Mr. Nagle said those without work to look for work, seniors for appointments and shopping. The man from Truchas at that meeting used the bus to get to Northern New Mexico College. He spoke to driver on Tuesday and they had three riders that morning.

Commissioner Holian asked if he had some recommendations.

Mr. Nagle said Mr. Kelly would present recommendations.

Mr. Mortillaro said they wanted some public comments from that community and then formulate recommendations for going forward.

Mr. Martínez asked if in the response from the community meeting they leaned more to an on-demand service.

Mr. Nagle said it was suggested. But those are remote communities and it would be more expensive.

Mr. Campos was welcomed.

Mr. Kelly said they discussed that after the meeting and have some recommendations with three options:

#1 is to do no changes;

#2 is to ask staff to look into the recommendations and concerns for not serving the commuter as well. We do have the Peñasco bus at 6:45 going to Taos. They want to look at a trip to arrive in Española about 8 am. But to do that we have to look at the effect on Chimayó. And if eliminated, how would that affect the Chimayó route.

#3 is to come back with the assessment and final recommendation at the January board meeting.

Chair Barrone thought there were a number of people living there who are employed in Los Alamos.

Mr. Kelly said it would depend on how it affected other routes. He briefly explained how they would have to schedule the routes to accommodate that. More public education was needed on it.

Chair Barrone asked if the Chimayó route now mostly served seniors.

Mr. Kelly agreed and said the Las Trampas route was the same thing.

Mr. Martínez was concerned with how the Chimayó route would affect dealing with commuters. Everyone from Truchas was a student or a commuter going to work. To have Chimayó rely on Las Trampas for ridership doesn't make sense. He didn't think one route should rely on another route.

Commissioner Trujillo asked for the Chimayó ridership at 8:00.

Mr. Kelly said he didn't have the 8:00 ridership but the average monthly ridership was 334.

Chair Barrone asked about the cost per rider.

Mr. Kelly said he didn't do that calculation.

Mr. Campos said Mr. Mortillaro had made every effort to meet with the County Commission to gather their desires. The previous Commission studied the commuter routes. He thought 20% of LA employees came from the Española Valley He thought it would be better to see if that study produced a viable option.

Mr. Mortillaro said the routes historically were built on a premise that might not be the same today. This is a good time to go back and look at it further. They have feedback now and he would like to meet with Rio Arriba staff who know those communities better than he did. He said the cost per trip for the Chimayó route was $37.52 per rider.

Mr. Kelly said the monthly ridership was not 334 but 445.

Councilor Ring moved to accept the option to direct staff to come back in January. Commissioner Holian seconded the motion.

Commissioner Holian added that it would be good to identify the community leaders and assess how well they have tried to get feedback in their community.

Chair Barrone said no motion was needed.

**E. Discussion regarding route concerns from Rio Arriba County**

Mr. Mortillaro said the route Mr. Martínez brought last month was a route that had existed before and it impacts on Las Trampas. Staff met with Mr. Martínez in September and he provided additional information regarding the population in that area. They had not had a follow-up discussion so he was bringing it back to discuss today. He would welcome direction from the Board.

Mr. Kelly reported they met with Mr. Martínez. He showed the proposed map for a route from Española to Dixon that today was not being served. There was previously a route to Velarde with very low ridership. No one attended a community meeting there and the Board voted to discontinue it. Staff also recommended extending the on demand service to a 15-mile radius in Rio Arriba County (from the present 3/4 mile radius). On-demand service is the most expensive service offered. Rinconada/Dixon is served now by the Taos route twice in the morning and twice in the afternoon. Staff felt the current service to Taos was fairly well utilized by Dixon residents and the RTD has limited funding.

Questions raised in the meetings were with communities to the west of Española (Hernandez). Those communities are served with on demand routes.

Mr. Martínez said the frequency was not being mentioned. The on-demand route is more expensive but has less frequency. The Taos route didn't even stop in Velarde or Alcalde so those people were not being served. Maybe a stop could be added there.

Mr. Kelly said they could look at those, based on time lines. The Taos route was a timed route to get people from the north to the Park and Ride to Los Alamos.

Mr. Mortillaro characterized the Taos as an express route so people could make their connections. Alcalde and Velarde were an on demand response.

Mr. Martínez understood but added that a 48 hour notice was tough.

Mr. Mortillaro said it just takes a little planning.

Mr. Kelly showed a map of the east-west route for Española from the High School to the west side health clinic and south on Oñate and back up. The Riverside goes south to the Dream Catcher Theater and connects with the Park and Ride on the way back.

Mr. Kelly showed four route maps in the Española Valley area. The suggestions would be on the table for consideration as they reassess the routes on how well they serve the public and what the RTD could do better. The consultants will help with that.

Chair Barrone asked if this route was possible if Truchas didn't stand up because of not enough ridership, and then move the budget to this route.

Mr. Kelly said it was a decision for the Board to make.

Mr. Mortillaro said if they discontinued Las Trampas, it would free up money for the other requests. There was one request for a route from Golden to Santa Fé and also this route. There were others requested in the 5-year plan.

Chair Barrone felt they could take this into consideration in the route realignment work.

Mr. Mortillaro added that they were issuing an RFP for analysis of the 5-year plan. It will take a while (5-6 months) for consultants to do the work and bring back recommendations for the Board. At the same time, we have to do budget development as well. There will be a couple of opportunities for what is contemplated.

Mr. Martínez asked that each community be involved in that process.

Mr. Bulthuis acknowledged the RTD reached out to the MPO staff and their plans and he hadn't seen any response.

Mr. Mortillaro said he had not gotten a response. He also made a request to the Northern Pueblos

RPO. The MPO was working on the Santa Fé County Transit Plan and we don't want to duplicate efforts.

Mr. Bulthuis noted that Councilor Bushee was serving on the MPO-TPB.

Commissioner Holian said she was also.

Councilor Bushee asked Mr. Bulthuis to catch up with her later on it.

Mr. Mortillaro thought one option might be if Rio Arriba County has any funds to allocate to this to get the route started.

Mr. Campos asked if a work session could be set up to talk about it. It would be good to experiment with a commuter route. The County has requested that before since many people do commute to the lab from that area.

Commissioner Trujillo agreed.

**DISCUSSION ITEMS:**

**F. Intergovernmental Agreement**

Mr. Dwyer said the agreement needs a signature from each entity in order to be approved.

Mr. Mortillaro distributed copies of the voting strength analysis. With Edgewood, it changed the voting strength in that handout. That would become a new exhibit in the Intergovernmental Contract.

Mr. Dwyer clarified that when Taos joined, the Board immediately allowed them to vote but the policy does say it requires everyone to sign the amended agreement. Right now the agency is in limbo on voting requirements and that is important. It took over six months last time when Taos joined.

Commissioner Holian asked who should sign it.

Mr. Dwyer said each entity has its own process. The RTD accepts whatever process is used.

Mr. Mortillaro announced that no one's voting changed with the addition of Edgewood. They just reduced that part of the population of Santa Fé County. Edgewood is actually in three counties but it is hard to determine how much is in each. The same is true in Española and it was all allocated to Rio Arriba County.

**G. Financial Report for October 2012**

Mr. López provided a handout for the Board with the revised revenue that replaces page 52. His report covered 33% of the fiscal year (through October). Federal monies cross the fiscal year end. The RTD

spent 99.9% of the federal grant income. The numbers were a little skewed because of the lag in getting GRT and federal money of about 2 months.

Mr. López briefly reported on GRT receipts. Rio Arriba was breaking even, Taos was 5% above budget, Los Alamos was about 7-8% below and Santa Fé was about 6% above budget of which half goes to the Rail Runner. So overall it was okay.

On the expenses, about 19.3% has been spent. Much of the capital budget has not been spent and some was owed to Santa Fé and Los Alamos for the first quarter.

The FTA Audit was updated and the RTD has received no response. The NMDOT audit was continuing with a slight delay. It was about 80% complete. The auditor was also doing the financial and compliance audit, auditing FY 2012. They were here this week doing field work. Year before last we had 17 audit findings and last year only five.

Mr. Mortillaro said they actually had zero findings for 2011 because those five were carry overs from the previous year.

Councilor Ring said on pages 52 and 54 at the top there were typos to be corrected.

**H. Finance Subcommittee Report**

Mr. Vigil was not present for this report.

Mr. Mortillaro said they met August 31 and did an entrance interview with auditors.

They developed several performance measures against benchmarks or other criteria and the Finance Committee had good comments on things that were helpful and some that were not necessary and places where data could be presented differently. One of them had to do with the average age of the fleet in comparison to the federal benchmark. The Committee felt mileage would be the best benchmark on fleet aging.

They were looking forward to the exit conference in early November. The audit has to be submitted to the State Auditor by December 1.

**Presentation - Pojoaque Teen Center**

Mr. Don Christie, CEO of the Pojoaque Boys and Girls Club and also of the Teen Center and Ms. Theresa Romero who directs the Teen Center arrived to share the work at their center.

Mr. Christie said the Teen Center is to be a true teen center in four phases. Phase 1, the student lounge and computer lab is completed. It also has the Senior loft is only for seniors. Phase 2 would establish a basketball / volleyball court. Phase 3 will be a dance area and phase 4 will be a recording studio

and technology center which will be completed probably ten years down the road.

He said they have had this idea on the books for many years and now it is coming to realization. There is no place for youth to go after school. He was a law enforcement officer in Santa Fé before and knew what that means. This Teen Center gets youth off the street and they anticipated a reduction in graffiti, drug use and teen pregnancies.

Today they were not asking for a special drop off place from the RTD but would also like a place where people could get picked up nearby and taken to the center in. Freshmen and sophomores don't have drivers' licenses yet.

Ms. Romero oversaw the teen center and she invited all board members to come see it. They had good programs for the youth to get involved in and wanted to invite Española Valley kids to participate also.

Mr. Christie talked about scholarships they were able to get for their kids - Tamara Johnson was a member and got a full ride scholarship to Marquette University and would be spending next semester in Spain. We have many others.

Councilor Ring asked about having a Santa Fé address.

Mr. Kelly said it was actually in Pojoaque which has all Santa Fé addresses.

Mr. Martinez - fees?

Mr. Christie said the membership was $25 per month for the Teen Center and were admitted to the wellness center on that fee. For someone who cannot pay the staff works it out with them. They tried to get the youth to come in on a daily basis.

Commissioner Holian thanked for the presentation. It is a great contribution. She asked how many members they had now.

Mr. Christie said they had 55 registered members and about 20-25 members per day. We just opened September 14. They could probably handle 200 per day. The Pueblo of Pojoaque has been great. Most of the funding did not come from gaming.

Mayor Pro Tem Salazar thanked them for the presentation. He invited them to present to the Española City Council sometime soon.

Councilor Ring invited them to come to Edgewood Council and talk about how they got it going so Edgewood could consider that too.

Mr. Christie agreed.

## I. Tribal Subcommittee Report

The Tribal Subcommittee report was not considered.

**J. Executive Report for October and November 2012 and Comments from the Executive Director**

Mr. Mortillaro was looking forward to the presentation of the annual report to the member entities. He thanked Mr. Nagle who was the main staff person drafting the report.

Chair Barrone thanked him for a good job.

Commissioner Holian thanked Mr. Mortillaro for his presentation to their Board of County Commissioners last Tuesday.

Councilor Ring asked if he would be coming to the Edgewood Council to present it.

Mr. Mortillaro said Ms. Mascareñas would set it up.

**MATTERS FROM THE CHAIR**

Chair Barrone was grateful that now all staff were under one roof.

**MATTERS FROM THE BOARD**

Commissioner Holian thanked the staff for providing a bus to Santa Fé County for the Commission's tour of the solid waste station. It was great.

Mr. Mortillaro explained they could do that for the member entities as long as it was related to government officials in their official duties.

Councilor Ring thanked Santa Fé County and this Board for allowing Edgewood to become a member.

Commissioner Trujillo announced that Commissioner-Elect Valerie Espinoza was having a victory party at the Knights of Columbus hall at 7:00.

Governor Dorame announced that the Pueblo of Tesuque was celebrating its feast day on November 12 with dances during the day and feasts for all who come. He said it would be easier if people mentioned his name at a home there. Good chile – Monday, November 12.

**MISCELLANEOUS**

There were no miscellaneous items.

**ADJOURNMENT - Next Meeting: December 7, 2012 at 9:00 a.m.**

The meeting was adjourned by unanimous voice vote at 11:00 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer